Month/Day/Year (Date)

Prof. Taro Meiji (name of researcher)

School of Law, Meiji University (his/her home institution and affiliation)

1-1 Surugadai, Kanda, Chiyoda-ku,

Tokyo 101-8301

JAPAN

Dear Professor Meiji Taro (name of researcher)

We are pleased to confirm your visiting appointment in the school of XX (affiliation), the University XX. Your appointment is outlined below;

1. Appointment: (Visiting researcher etc.)
2. Period: From “month/day/year” to “month/day/year
3. Research assignment:
4. Campus Benefits and Privileges (full access to facility etc.)

We look forward to welcoming you to University XX and hope that your time with us is most productive.

Yours sincerely,

 (Signature)

 (Name)

 (Title)

 (Address) \*optional